

**Treasury Documentation****Subject:** Position Review and Reclassification vs. Establishment**For:** EMPLOYEE HANDBOOK**Also See:** PT-03070**Identification** BT-03050

Bulletin

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**Position Review**

For positions which have experienced a gradual growth over time in related duties and responsibilities, management should provide an updated position description on form CS-214 POSITION DESCRIPTION, along with form 1868 PERSONNEL ACTION REQUEST, to the Office of Human Resources (HR).

Employees who think they are working at a higher or different classification should discuss the move with their immediate supervisor. Situations that are deemed by management to warrant reclassification can be submitted to HR for further consideration.

Employees may request that Civil Service review their position if they have unresolved issues related to the position's appropriate classification. (See Civil Service Regulation 4.09.)

Refer technical classification questions to HR staff.

**Reclassification vs. Establishment**

A position will be considered for reclassification when a gradual growth over time in related duties and responsibilities results in the position meeting the concept for a new class and level.

An establishment of a new position is required if the assignment of new duties and responsibilities to an existing position would either represent a significant change to the position's principal duties and responsibilities or would change the primary function of the job. Examples of such sudden or drastic change would be from worker to supervisor or nonprofessional to professional. In such cases a new position must be established and filled through the appropriate appointment process.

Reclassifications for those positions that are not "preauthorized" require approval by Civil Service.

Refer to Procedure PT-03070 in the Supervisor Handbook to complete form 1868 to reclassify or establish a position.

**End**